

Guidelines for the Second Year

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The second year of the M. Sc. Polymer Science program requires some action from you. It is the purpose of this guideline to explain the required actions and to refer to the respective forms that have to be submitted. In summary, according to the Course and Examination Regulations (as of October 2014), the following steps have to be completed during this time in order to finish the study program successfully (below the topics are described in detail):

1. You have to hand in your personal course list, listing: [<PCourseList.doc>](#)¹
 - a. selected modules of courses with a total of 15 cp
 - b. selected Research Projects with a total of 15 cp
2. You have to register the master thesis: [<RegThesis.doc>](#)
3. You have to hand in a written thesis (3 samples plus electronic document (.pdf))
 - a. Using the given cover sheet: [<ThesisPage1.doc>](#)
 - b. Including the statement of originality [<ThesisPage2.doc>](#)
4. You have to defend the thesis by an oral exam.
5. You have to apply for the permission to graduate: [<GradPerm.doc>](#)

1. Personal Course List

Selection of Modules (Courses)

In the second year you have to successfully complete lecture modules worth a total of 15 cp. The modules are selected from modules provided by the four universities. These modules are listed on the homepage ([2nd year course list](#)). You can freely select courses from this list. However, it is recommended that the content of the selected courses is related to the field where you intend to make the master thesis.

It is required to enter the courses you intend to study in your Personal Course List document ([PCourseList.doc](#)). This document has to be handed in to the Examination Board (by email, mail, or fax). There your personal list will be checked for validity and consistency and will be approved.

You may also select modules (lectures) that are not on the official list and originate from other master programs. In that case, these modules must be approved by the Examination Office.

Selection of Advanced Labs

In addition to the courses you have to complete Research Projects with a total of 15 cp. The Research Projects are advanced lab courses and take 4 weeks (5 cp), 8 weeks (10 cp), or 12 weeks (15 cp) full time. It is recommended to choose one Research Project of 12 weeks (15 cp) instead of splitting into several smaller Projects. Also, the topic of the Research Project should be related to the master thesis you intend to make.

Research Projects are (in contrast to internships) a graded examination requirement. Therefore, strict rules apply here:

1. The Research Project must be graded by a person who is authorized to take examinations (typical a professor) and who is member of the [Joint Commission](#) of the M.Sc. Polymer Science program.

¹ The files are attached to this mail, but they additionally can be found on www.polymerscience.de

2. The Research Project consists of a total of 450 hour of work, i.e. approx. 12 weeks, including lab work, writing of lab report, and giving a seminar talk about own work.
3. The grade is given for the lab report and certified by the supervisor on a written statement. A form for that can be given by the exam office on request.
4. The Research Project can be done in a laboratory or an Institution which does not belong to the Institutions of the Polymer Science program. In that case, an additional supervisor is mandatory who is member of the [Joint Commission](#) and authorized examiner. The grade is certified by the second supervisor.

The intended Research Projects should be listed in in your personal list as well, mentioning supervisor (or co-supervisor) and location.

It is good practice to plan the second year modules and Research Projects together with the supervisor of the master thesis. Therefore, first decide where (in which group) you want to do your thesis and find a supervisor. Note that the supervisor or a second supervisor of the master thesis must be professor of the Joint Commission. Then you may fill out the personal course list with help of the supervisor. In addition, your mentor may also help you to find the right courses.

Please observe the following deadlines for handing in the personal course list, if possible:

- October 10th, if you started in winter semester,
- April 10th, if you started in summer semester.

Please note:

Without confirmation of the list by the Examination Office, you take courses at your own risk. This means that the Examination Office may not accept some or all of the courses and the earned credits will not be counted towards your Polymer Science degree!

You must notify the Examination Office about any changes of your personal course list during the 2nd year.

2. Master thesis

Registration for master thesis

You must register your Master's thesis before you start with it. This means, you must fill the registration form ([RegThesis.doc](#)), get it signed by the supervisor(s) and hand it in to the Examination Office. You must hand in a certificate of matriculation along with the form.

You will receive a confirmation of the registration from the Examination Office stating the date of issuing of the topic (the start of the thesis project) and the deadline for submission, which is 6 month after the date of issuing. **Generally, you are not allowed to start with your thesis work without the official confirmation.** Please make every effort to obtain the required signatures as soon as possible!

If you have registered, the master thesis must be submitted by the specified deadline. **Any delay not approved by the Examination Office will automatically result in a failure!**

For the master thesis, similar rules hold as for the Research Project. However, here you need two reviewers (supervisors) that are authorized examiners. At least one of the two reviewers of the thesis must be members of the [Joint Commission](#) and both must be authorized examiners.

The master thesis can be done at institutions outside of the institutions taking part in the M.Sc. Polymer Science program. However, again, at least one of the reviewers of the master thesis must be professor of the Joint Commission.

Both reviewers have to write and submit a review about the written thesis. Independent of the two reviewers you may have a supervisor who will guide you more directly in the lab. He can but does not have to be identical to one of the reviewers.

Written Thesis

The written thesis has to be handed in to the Examination Office before end of the deadline.

Three printed and bound hard copies and an electronic version (pdf preferred) have to be provided. The [standard title page](#) provided by the Examination Office must be used. It is also accepted that one version is handed to the reviewers directly. In that case, at least one hard copy has to be handed in to the Examination Office.

A signed [statement of originality](#) has to be added to the thesis as a fixed component. With this statement you declare that you have written the accompanying thesis by yourself, without contributions from any sources other than those cited in the text, the references, and the acknowledgements.

Oral Exam

At the end of the master thesis time you have to defend your thesis by an oral exam. This exam is generally done after completion of the written thesis, but in exceptional cases can also be done before writing it. The oral exam consists of a presentation of about 30 minutes and additional discussion. The examiners are the two reviewers of the master thesis. A protocol with given mark and signed by the reviewers/examiners has to be handed to the exam office.

Please keep in mind that your thesis, including the oral defense, must be completed within the regular period of study of 2 years.

3. Permission to graduate

When you have finished the thesis (including the defense) and successfully completed the courses and Research Projects of the second year you can apply for the permission to graduate. To do this, fill out and sign the form "[Application for permission to graduate](#)" and hand it to the Examination Office in combination with a certificate of matriculation. After receipt of this application form the Examination Office will start to prepare your final certificates and inform the matriculation office.